



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09–30, Reporting Center Update

Date: December 15, 2009

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce the following updates to the Reporting Center.

MD-715-EEO Workforce Data Report

A new report, MD-715-EEO Workforce Data, has been added to the Workforce Reports menu. This report is a result of Equal Employment Opportunity (EEO) Commission Management Directive 715 which was issued to provide guidance to agencies for establishing and maintaining EEO programs. For more details on this report, click **More** at the top of the page after selecting **MD-715-Workforce Data** on the Workforce Reports menu. Reporting Center users with Workforce reports access do need to request additional access for this report. An example of this report is displayed in the attachment to this bulletin.

Veterans Preference field

A new field, Veterans Preference, has been added to the following reports:

- Personnel Actions Reports menu
 - All Actions
 - All Actions Minority Profile
 - Hires
 - Hires Minority Profile
 - Promotions
 - Promotions Minority Profile
 - Separations
 - Separations Minority Profile
- Workforce Reports menu
 - Age Profile
 - Education Level Profile
 - Employment Changes
 - Employment by Disability Code
 - Gender Profile

- Grade Distribution
- Grade Range
- Grades Across Minority and Gender
- Length of Service Profile
- Minority Profile
- Occupations Categories Profile
- Organizational Profile
- Pay Plan and Grade Distribution
- Retirement Eligibility
- Retirement Profile (Inc. Early Out)
- Salary Summary

Ethnicity and Race Indicator (ERI) Data

ERI data has been added to the output of the following reports: (**Note:** The selection criteria has not changed. The ERI data is displayed on the output only.)

- Personnel Actions Reports menu
 - All Actions Minority Profile
 - Hires Minority Profile
 - Promotions Minority Profile
 - Separations Minority Profile
- Workforce Reports menu
 - Grades Across Minority and Gender
 - Minority Profile

Reporting Center Procedure

The Reporting Center procedure, which is available online at the NFC Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Publications** link at the top of the page. At the Publications page right-hand Quick Picks menu, click **Procedures by Acronym** or **Procedures by Title/Chapter** then search for Reporting Center on the list provided.

Please refer questions about the Reporting Center to the Payroll/Personnel Call Center at **504-255-4630** (Option 4).



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Attachment

MD-715-EEO Workforce Data report

Organizational Structure
Personnel Office Identifier
Workforce Data Table: Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex
Include a Non-Disclosed Column: No
Time Frame: FY 2009

Figure 1. MD-715-EEO Workforce Data report

Run Date: 11/17/2009

U. S. DEPARTMENT OF AGRICULTURE
Table A1: Total Workforce - Distribution by Race/Ethnicity and Sex
Year = FY 2009 and Employing Office Code = 5317 - USDA - OCF - NFC (NEW ORLEANS, LA) (AG90)

EMPLOYMENT TENURE	TOTAL WORKFORCE	RACE/ETHNICITY															
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Female
TOTAL																	
Prior FY	#	1,218	387	832	23	22	248	388	108	406	13	16	0	0	3	8	0
	%	100%	31.75%	68.25%	1.09%	1.00%	19.69%	31.17%	8.86%	33.31%	1.07%	1.31%	0%	0%	0.25%	0.66%	0%
Current FY	#	1,218	390	828	22	21	242	374	108	408	15	17	0	0	3	8	0
	%	100%	32.02%	67.98%	1.81%	1.72%	19.87%	30.71%	8.87%	33.50%	1.23%	1.40%	0%	0%	0.25%	0.66%	0%
CLF (2000)	%	100%	53.20%	46.80%	6.20%	4.50%	39.0%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.80%	0.80%
Difference	#	-1	3	-4	-1	-1	2	-6	0	2	2	1	0	0	0	0	0
Ratio Change	%	0%	0.27%	-0.27%	-0.08%	-0.08%	0.18%	-0.47%	0.01%	0.19%	0.17%	0.08%	0%	0%	0%	0%	0%
Net Change	%	-0.08%	0.70%	-0.40%	-4.35%	-4.55%	0.83%	-1.50%	0%	0.49%	15.38%	6.25%	0%	0%	0%	0%	0%
PERMANENT																	
Prior FY	#	1,285	388	825	23	22	238	375	105	404	11	16	0	0	3	8	0
	%	100%	31.54%	68.46%	1.91%	1.83%	19.75%	31.12%	8.71%	33.53%	0.91%	1.33%	0%	0%	0.25%	0.66%	0%
Current FY	#	1,199	383	816	22	21	241	368	105	402	12	17	0	0	3	8	0
	%	100%	31.94%	68.06%	1.03%	1.75%	20.10%	30.69%	8.76%	33.53%	1.00%	1.42%	0%	0%	0.25%	0.67%	0%
Difference	#	-9	5	-9	-1	-1	3	-7	0	-2	1	1	0	0	0	0	0
Ratio Change	%	0%	0.41%	-0.41%	-0.07%	-0.07%	0.35%	-0.43%	0.04%	0%	0.09%	0.09%	0%	0%	0%	0%	0%
Net Change	%	-0.59%	0.79%	-1.09%	-4.35%	-4.55%	1.26%	-1.87%	0%	-0.50%	9.09%	6.25%	0%	0%	0%	0%	0%
TEMPORARY																	
Prior FY	#	5	3	2	0	0	1	1	0	1	2	0	0	0	0	0	0
	%	100%	60.00%	40.00%	0%	0%	20.00%	20.00%	0%	20.00%	40.00%	0%	0%	0%	0%	0%	0%
Current FY	#	9	1	8	0	0	8	2	0	8	1	0	0	0	0	0	0
	%	100%	11.11%	88.89%	0%	0%	22.22%	0%	66.67%	11.11%	0%	0%	0%	0%	0%	0%	0%
Difference	#	4	-2	6	0	0	-1	1	0	5	-1	0	0	0	0	0	0
Ratio Change	%	0%	40.00%	40.00%	0%	0%	-20.00%	2.22%	0%	46.67%	-28.89%	0%	0%	0%	0%	0%	0%
Net Change	%	80.00%	-66.67%	300.00%	0%	0%	-100%	100%	0%	500.00%	-50.00%	0%	0%	0%	0%	0%	0%
NON-APPROPRIATED																	
Prior FY	#	9	4	5	0	0	1	4	3	1	0	0	0	0	0	0	0
	%	100%	44.44%	55.56%	0%	0%	11.11%	44.44%	33.33%	11.11%	0%	0%	0%	0%	0%	0%	0%
Current FY	#	10	6	4	0	0	1	4	3	0	2	0	0	0	0	0	0
	%	100%	60.00%	40.00%	0%	0%	10.00%	40.00%	30.00%	0%	20.00%	0%	0%	0%	0%	0%	0%
Difference	#	1	2	-1	0	0	0	0	0	-1	2	0	0	0	0	0	0
Ratio Change	%	0%	15.56%	-15.56%	0%	0%	-1.11%	-4.44%	-3.33%	-11.11%	20.00%	0%	0%	0%	0%	0%	0%
Net Change	%	11.11%	50.00%	-20.00%	0%	0%	0%	0%	0%	-100%	100%	0%	0%	0%	0%	0%	0%

Figure 2. MD-715-EEO Workforce Data report (with criteria) (partial view)